

HR Monthly Newsletter

DECEMBER 2024

Upcoming Holidays

Mark your calendars for this upcoming holiday in December & early January:

Monday, December 23, 2024 – Holiday Break

Tuesday, December 24, 2024 – Christmas Eve

Wednesday, December 25, 2024 – Christmas Day

Thursday, December 26, 2024 – Holiday Break

Friday, December 27, 2024 – Holiday Break

Monday, December 30, 2024 – Holiday Break

Tuesday, December 31, 2024 – New Year's Eve

Wednesday, January 1, 2025 – New Year's Day

Thursday, January 2, 2025 – Holiday Break

Friday, January 3, 2025 – Holiday Break



We will return to work on Monday, January 6, 2025! Remember to turn your out-of-office messages on for your email and phone. Enjoy your time off!

December Payroll Dates

Plan ahead and be aware of the December payroll dates!

The 2025 pay schedule is also available on the Payroll Campus Office page.

Biweekly Payroll Calendar

Pay Period	Due Date	Pay Date
11/10/24 to 11/23/24	11/29/24	12/06/24
11/24/24 to 12/07/24	12/13/24	12/20/24
12/08/24 to 12/21/24	12/17/24	12/20/24

Semimonthly Payroll Calendar

Pay Period	Due Date	Pay Date
12/01/24 to 12/15/24	12/6/24	12/13/24
12/16/24 to 12/31/24	12/13/24	12/20/24

CCS Bookstore Holiday Shopping Guide!

The CCS Bookstore offers wonderful holiday gift ideas, including crafts for families, funny stocking stuffers, book selections, and CCS souvenirs.

CCS employees can enjoy discounts:

- 20% off art supplies and souvenirs
- 15% off books
- 10% off computer accessories



7 Ways to Be an Inclusive Co-Worker

By: Inclusive Employers

Each and every one of us has a role in inclusion and diversity. As individuals, we can teach each other ways to connect educate and learn. Inclusion and diversity are essential in today's workplace because a variety of people from different cultures and backgrounds give us the balance of voices and thoughts that we need. We are all at different places in our journey, but we must remember that a healthy balance of different people from different backgrounds encourages, greater innovation, creativity, and happier employees

It is not always easy to know the right things to do or say however, by thinking about how we express our own values and inclusive behaviors, we can help others show their inclusive selves in the workplace.

7 ways to be more inclusive at work

1) Be yourself – be your professional authentic self

Be brave enough to show up at your workplace. When working with your teams, be professionally authentic, and remember that whatever you put out there will be reflected back.

Ensure that your values shine through and take time to speak and get to know everyone in your team. Share your own differences with them and remember to treat everyone with respect.

2) Speak up about inclusion

Following on from being your authentic self – always speak up in a healthy way ensuring that your decision aligns with your values and beliefs. Don't be afraid to be the lone voice in the room. Managers value employees willing to step out of the pack to educate others.

3) Think about how you communicate

Be mindful of the words that you use. If words are not used correctly, they can be misinterpreted. So, for instance, when opening a conversation with your team avoid using gender-specific words like, 'guys' 'ladies' or 'dudes', especially in the presence of gender non-conforming or mixed-gender individuals. This could result in misgendering, and cut off team members from the conversation.

Be patient, always listen and allow others to speak and express themselves. Respect the time of the person you are addressing, give them your full attention by being sensitive and not interrupting and over-talking.

Consider your approach. If you know someone finds it uncomfortable to discuss Inclusion then find a way that they can easily digest it. Treat people and groups fairly—that is, based on their unique characteristics, rather than on stereotypes.

Try using terms like, 'That's a different perspective' or 'I see your point of view' or 'I never thought of it that way'. This keeps the conversation inclusive.

4) Respond from a place of personal experience

When contributing to a conversation use lines like "in my opinion" or "based on what I have read and learned" or "according to my experience". Don't dismiss or dispel contributions from other people. This is important and regardless of whether you agree, it helps keep the conversation open to all.

If you feel that an opinion is so different from yours then try using the terms like, 'That's a different perspective' or 'I see your point of view' or 'I never thought of it that way'. This again keeps the conversation inclusive. Always makes sure that there is time for questions and replies.

5) Pronouns

It's ok to ask which pronoun an individual prefers, in fact it is seen as a positive trait showing your curiosity and acceptance. By doing this you welcome everyone into the conversation, and you lead by example to the rest of your team.

6) Challenge stereotypes

Whether it be about unconscious biases, lack of information, the influence of the media, or teachings coming from our cultural and social beliefs, stereotypes can lead to actions and reactions that can sometimes be exclusive and unfair. When meeting someone new, recognize the power that your own biases have, how they are making you feel. Take a breath before you move forward.

7) Support your co-workers' differences

Educate yourself in co-workers backgrounds. Listen to them when they tell you about their religious celebration or traditions.

Michigan Minimum Wage Increase

Starting **January 1, 2025**, Michigan's minimum wage will increase from **\$10.33 to \$10.56 per hour**. CCS employees currently earning minimum wage will automatically receive this adjustment.

How to Manage Holiday Stress Without Sacrificing Your Sanity

The holidays are a time for joy and celebration, but they can also bring stress as you juggle work, family, and endless to-dos. With a few mindful strategies, you can stay balanced, manage stress, and enjoy the season.



Plan Ahead to Reduce Stress

Preparation is key to minimizing holiday overwhelm.

- **Set Priorities:** Decide what truly matters and focus your energy there. Let go of perfection and say no to unnecessary commitments.
- **Use a Calendar:** Map out key dates, deadlines, and events. Seeing everything laid out can help prevent last-minute scrambles.

Quick Relaxation Techniques for Busy Days

Even on your busiest days, these simple practices can help you reset and recharge:

- **Deep Breathing:** Inhale for 4 counts, hold for 4, and exhale for 6. Repeat for a few minutes to feel more grounded.
- **Progressive Muscle Relaxation:** Tense and relax each muscle group, starting at your feet and moving upward. This can release physical tension caused by stress.
- **Take a 5-Minute Pause:** Step outside, enjoy fresh air, or simply sit quietly. These moments can clear your mind and restore focus.

Balance Work and Family Responsibilities

- The holidays often bring competing demands, but balance is possible with a little strategy:
- **Work Smarter:** Prioritize tasks, tackle big projects early, and set clear boundaries about your availability during holiday time.
- **Delegate at Home:** Share the workload. Let kids help with decorating and assign tasks like cooking or shopping to other family members.

Prioritize Self-Care

Taking care of yourself is essential to managing stress.

- Stay Active: Even a short walk or stretching session can boost your mood and energy.
- Eat Mindfully: Enjoy your holiday favorites, but balance them with protein, vegetables, and hydration to feel your best.
- Sleep Well: Stick to a consistent bedtime routine to recharge and avoid burnout.
- Schedule Time for Yourself: Whether it's reading, journaling, or soaking in a warm bath, make self-care a priority.

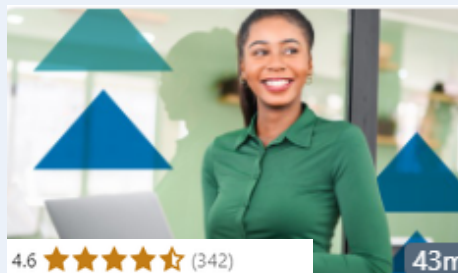
Practice Gratitude and Focus on Connection

Stress can take the joy out of the holidays if you let it. Shift your focus to what matters most.

- Celebrate Small Wins: Instead of striving for perfection, enjoy meaningful moments with loved ones.
- Gratitude Journal: Write down three things you're thankful for each day. This simple habit can shift your perspective and reduce stress.

The holidays don't have to feel overwhelming. By planning ahead, practicing quick relaxation techniques, and prioritizing what matters most, you can manage stress and truly enjoy the season.

LinkedIn Learning



Align Your Career Goals with Your Authentic Self

Do you desire to build a career that aligns with your values instead of what you believe is expected of you or what others want? This course with executive coach Alicia Reece teaches you how to develop an understanding of the principles of authenticity and how they apply to how you manage your career.

Find this and other great LinkedIn Learning courses by clicking on the LinkedIn Learning icon in Access Manager!

We want your feedback!

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